

# Building & Equipment Maintenance Specialist I



**Job Code:** 3032  
**Grade:** 122  
**Reports to:** Building & Equipment  
Maintenance Supervisor  
**Salary Range:** \$36,557 - \$55,975  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs intermediate skilled work in connection with a variety of building maintenance trade assignments, frequently operating specialized and other equipment in connection with the tasks to which assigned; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work involving specialized knowledge and skills in trades work such as electrical, mechanical, carpentry, masonry, plumbing, and air conditioning. Work is generally performed independently in accordance with general instructions and the employee may supervise semi-skilled workers and private contractors. Work is performed under regular supervision.

## **ESSENTIAL FUNCTIONS**

Participating in general building and facilities maintenance activities; operating equipment; maintaining, and repairing buildings and equipment; performing carpentry, electrical, plumbing, and mechanical maintenance and repair tasks.

## **EXAMPLES OF WORK**

- Checks, monitors, and adjusts heating and air conditioning systems.
- Maintains HVAC systems, troubleshoots electrical, electronic, refrigeration, and air conditioning malfunctions.
- Monitors contract maintenance personnel, coordinates more complex maintenance and repair work with outside contractors.
- Performs basic carpentry, electrical, masonry, mechanical, electronic, and plumbing repair and maintenance work.
- Frames and lays out work to perform carpentry tasks; repairs walls and furniture.
- Installs and replaces receptacles and switches; pulls wire; installs light fixtures, ballasts, conduit, and computer wires.
- Paints offices, furniture, hand railings, building exterior, ceilings, etc.
- Repairs plumbing facilities and fixtures; repairs electric motors.
- Pours and finishes concrete; maintains irrigation systems.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of maintenance, repair, and skilled tasks of the area assigned; thorough knowledge of the use of common hand and specialized power tools required in the work; thorough knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods; ability to follow instructions; ability to establish and maintain effective working relationships with associates.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by two (2) years of progressively knowledgeable and skilled experience in building maintenance and repair, including general skills in the various trade disciplines, e.g., carpentry, plumbing, electrical, HVAC; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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